	<p align="center"><b>SOLICITATION AMENDMENT</b></p> <p>Solicitation Number: <u>RFP YH08-0022</u>  Amendment Number Two  Solicitation Due Date: <u>December 6, 2007, 3:00 PM (MST)</u></p>	<p>Arizona Health Care Cost Containment System (AHCCCS)  701 East Jefferson  Phoenix, Arizona 85034</p> <p>Senior Procurement Specialist:  Philip M. Baldwin, ACSW  E-mail: Philip.Baldwin@azahcccs.gov</p>
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A signed copy of this amendment must be returned with the proposal and received by AHCCCS on or prior to the Solicitation due date and time. This solicitation is amended as follows:

**This solicitation is amended as described in Attachment A:**

This amendment is to:

1. Respond to written questions regarding this RFP in Attachment A.


Offeror hereby acknowledges receipt and understanding of Solicitation Amendment Two.		This Solicitation Amendment is hereby executed this 28th day of November 2007 in Phoenix, Arizona.	
Signature	Date		
Typed Name and Title		Michael Veit	
		Contracts and Purchasing Administrator	
Name of Company			

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### **QUESTIONS AND ANSWERS**

Below are answers to the questions that were asked.


- Q 1. On page 11 #4, you mention that copies of our applications/proposals should be in "bound notebooks." Do you mean spiral type or paper binding, as opposed to 3-ring binders?
- A. You should use three ring binders.
- Q 2. You said there might be updates or Q and As. I didn't see anything new on the website? Did I miss anything by any chance or have there not been any updates or questions and answers?
- A. Amendment #1 was posted on November 19<sup>th</sup> with answers to two questions. You can access the information at <http://www.azahcccs.gov/Contracting/RFP.asp>
- Q 3. Is it possible to receive the data from the zip codes that was used to determine the high eligible, low enrollment ranking? If the file is very large, I am primarily interested in the Mesa data at this time.
- A. AHCCCS selected geographic areas with historically large populations of uninsured children between 100% and 200% FPL. 2000 Census data by zip code and KC enrollment data by zip code was compared to identify areas of greatest opportunity. Areas with non-citizen rates higher than 15% were removed from the list. Due to HIPAA AHCCCS doesn't release enrollment data by zip code. You can find the 2000 Census data on the number of children in each zip code who were between 100-200% of federal poverty (the eligibility level for KidsCare).
- Q 4. It was my understanding from the bidder's meeting that grant funds cannot be used for hardware but they can be used for Health-e-Arizona subscriber fees if the organization is not currently using the one-e-app web site. Have I understood correctly?
- A. Funds from Grant #YH08-0022 cannot be used for hardware nor Health-e-Arizona fees. Funds from Grant #YH08-0004 can be used for Health-e-Arizona subscriber fees for new users only, but not hardware.
- Q 5. I request clarification on the zip codes in target area 6 for Tempe. This city includes 85281 which is omitted from the ranking; and conversely, 85202 is in Mesa and not Tempe.
- A. AHCCCS did list 85202 in Tempe in error. 85202 should be listed in the Mesa target area. 85281 was not listed in the target area because it was removed as a parameter of our methodology explained in a previous question. Specifically, the proposal will be evaluated on the demonstrated ability to reach and assist families with uninsured children in the specific communities/zip codes identified in the RFP.

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- Q. 6. Can you clarify if the zip code listed on the RFP for Tempe: 85202 is a typo? (page 7 of RFP) According to [www.usps.com](http://www.usps.com), this is a Mesa Zip Code. Should this zip be replaced with another or was it intended for Mesa?
- A. 85202 should be listed in the Mesa target area.
- Q. 7. We are writing the request for two service areas, Flagstaff and Kingman. Since they are very distinct service areas can we exceed the \$50,000 request limit?
- A. You can submit for two different geographic areas; the \$50,000 is per geographic area. See Solicitation Amendment One for further instructions.
- Q. 8. Also, does KidsCare have Public Service Announcements already created that would be accessible for us to use in the Service areas, or would they need to be created? Can you give us an idea of the materials you have available for this project?
- A. KidsCare will have radio advertisements produced in both English and Spanish which can be utilized as PSAs and will be accessible to the Community Outreach Partners.
- Q. 9. Exhibit D-clarification- We receive federal, state and non-profit money; however, it is not specifically for this project. Should we leave this blank? Could you give us other examples that would be in this section?
- A. If these grants are paying some of the indirect costs, you must include them. Example: a grant or space donation is paying 100% of your office cost; you need to included that and be sure not to also charge us for office space.
- Q. 10. Exhibit E-Offendor's Experience (clarification please) - "Name and address of organization for which the service or activity was provided." Is this our agency name or the name of the contractor (i.e. ADHS etc.) who provided funding?
- A. This is the name of the agency that provided your organization with funding in return for services. Exhibit E gives you the opportunity to tell us about your other grants and contracts to help us evaluate your experience, especially in the area of outreach.
- Q. 11. "Location where services were conducted," is this the city, county etc. or the agency name?
- A. This is where the funded activities took place.

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- Q. 12. We have clinic sites in Flagstaff and Kingman. Flagstaff is well established in the community and our Kingman site just opened Nov. 1<sup>st</sup>. We would like to submit for both locations however we feel if they are in one application it gets somewhat confusing and watered down. Are we eligible to submit for both sites even if they are under the same agency or would they have to be in one application?
- A. You may submit for two sites. For multiple geographic target areas, AHCCCS requires only one proposal with only one set of Exhibits D - I. However, separate Exhibits A-C and Exhibits J-L must be submitted for each area and the area must be plainly identified on each page to avoid any confusion. The submission order for applications to multiple areas is a full set of Exhibits A - L for one of the areas. Then additional set(s) of Exhibits A-C and Exhibits J-L are to be submitted for each addition geographic target area.
- Q. 13. Most procurement processes make questions and answers about RFPs available to all potential applicants. Is this the case for this RFG?
- A. Yes. Please refer to the AHCCCS website <http://www.azahcccs.gov/Contracting/RFP.asp>
- Q. 14. Are you allowed to apply for only some of the zip codes in a region or must you apply for all of them?
- A. It is your choice, however this is a competitive proposal and those that cover the region with a well devised plan of action will be noted.
- Q. 15. It is our understanding that AHCCCS is gathering “permission” letters from schools and would share the letter with us for use if we planned to conduct outreach activities at schools. Is this letter available and can we find out which schools are involved?
- A. Yes, please view them on this website:  
[http://www.azahcccs.gov/Community/KidsCareOutreach/kidscare\\_outreach.asp](http://www.azahcccs.gov/Community/KidsCareOutreach/kidscare_outreach.asp)
- Q. 16. The RFGA states that AHCCCS contractors/health plans and their affiliates are not eligible to apply. Are providers of service that contract with health plans and receive AHCCCS payment for services considered affiliates?
- A. This is strictly for AHCCCS Health Plans and Program Contractors. Contracting with an AHCCCS health plan does not disqualify you.

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Q. 17. What is the difference between Sections K and L? They seem like they are asking for identical info, just worded differently?

A. Exhibit K is more of a big picture, and Exhibit L is much more specific in terms of the activities and is more specific and exacting. These documents should be supportive of each other and match up. The evaluators will be judging which offerors have plans that are logical, time oriented, and consistent.

Q. 18. What does “Support Documentation” column mean in Section L?

A. It means documentation which demonstrates the organization’s delivery of the desired product.

Q. 19. What organizations have been awarded this grant in the past?

A. None. This is a new Grant.

Q. 20. Is there a target # for new AHCCCS/Kids Care members to be enrolled directly as a result of this grant?

A. No, AHCCCS’ overall goal is to increase the number of children with healthcare coverage.

Q. 21. In exhibit L, please give examples of process objective.

Q. 22. In exhibit K, please give examples of goal/objective.

A. I am answering the request for examples for both L and K together since K relates back to L.


### **Exhibit K.**

Objective: To form a relationship with x school to help identify potential families to apply for KidsCare

Key Tasks: To receive permission from School District to work in the school.  
To establish relationships with school principal, teachers, and other school personnel  
To educate school principal, teachers, and other school personnel about KidsCare and the advantages for the children both health wise and educationally of receiving health care.

# And Level 5 personnel

of Personnel: 1-Director, 1-Program Manager, 3-Outreach workers

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Resources to Program Manager has worked on previous projects with  
Used: Superintendent of the School.  
Several volunteers are members of PTA at the school.  
Educational materials to give to school principal, teachers, and other school personnel

By when: February 15, 2008

As Measured by: 1. Having formed a relationship with x school  
2. Number of potential families identified as a potential for KidsCare

### **Exhibit L**

Process Receive permission from School District to work in the school.  
Objective:

Activities: Program Manager will contact Superintendent of District; Set-up meeting; Explain about KidsCare and the advantages for the children both health wise and educationally of receiving health care; receive permission to work in the school.

Person Program Manager  
Responsible:

Date January 14, 2008  
Completed by:


Support Written permission to work in the school.  
Documentation:

Q. 23. In exhibit K in number and level of personnel; does this refer to FTE's funded solely through this grant or all FTE's in the project regardless of funding source?


A. All personnel involved, paid staff from grant; borrowed staff; volunteers; etc. However, we also ask Level of Personnel involved, so please identify.

Q. 24. In exhibit K how does "by when" differ from "date activity will be completed/timeline" in exhibit L?

A. There should be more dates for activities in exhibit L because there will be more activities preceding the "by when date of completion" in Exhibit K. See example of the relationship of K and L above.

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- Q. 25. I noticed that the proposals are asked to target certain geographic areas. XYZ Center is located on 39<sup>th</sup> Ave and McDowell, and although we do not reside in one of your listed zip codes, we do serve families in West Phoenix. Can you tell me if that allows us the opportunity to submit a grant application or are these funds only reserved for those agencies that specifically target individuals in those zip codes?
- A. Yes, if you choose to serve some or all zip codes in the designated region, you can also add the other zip codes you serve. Remember you will be evaluated on how well you can serve the targeted geographic area and zip codes. However, the other zip codes you serve can be added to your monthly report.
- Q. 26. Regarding RFGA YH08-00022, please define “Health Promotion Programs” on p. 6 as it refers to eligible applicants.
- A. We were describing some of the potential grantees. “Health Promotion Programs” was a description of one the types. Examples would be: a group mainly dedicated to mental health; HIV; pre-natal care; etc. .
- Q. 27. And must the Offeror be a non-profit?
- A. Yes. We also allow local, county governments.
- Q. 28. The RFGA states that “AHCCCS contractors/health plans and their affiliates are not eligible to apply.” I work at a community health center that accepts all AHCCCS health plans as a form of payment. We also process AHCCCS applications via the One E application system which is great especially for outreach. I’m not exactly sure what is meant by “AHCCCS Contractors and their affiliates.”. I believe, after reading further, we are still eligible to apply for funding. Is that correct?
- A. Yes, you are eligible to apply.
- Q. 29. Assuming a School District is one of my KidsCare Outreach Partners for the grant I am preparing, what type of assurance or letter can AHCCCS provide that will allow the School District to work with my organization regarding the School District’s current list of children who are receiving “free or reduced cost” meals? I do not need to retain the list, but we want to cooperate in contacting these potentially eligible students and families.
- A. You should be working with the School District and work out your own confidentiality agreement. AHCCCS staff is already bound to confidentiality about our members and potential members. Children’s Action Alliance has done significant work with schools and maintained confidentiality agreements with schools and may be a resource to you on this issue. Refer to: [http://www.azahcccs.gov/Community/KidsCareOutreach/kidscare\\_outreach.asp](http://www.azahcccs.gov/Community/KidsCareOutreach/kidscare_outreach.asp) toward the bottom of the page are links to sample letters.

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Q. 30. What is the funding source for the grant for KidsCare Outreach?

A. General Fund.

Q. 31. No AHCCCS contractor is allowed to apply for this RFP. We are a Health Services Clinic and are contracted with AHCCCS to provide health services to the community. Does this disqualify us from responding to the Grant?

A. Contractors of Health Plans or Program Contractors of AHCCCS may apply.

Q. 32. Must all grant money be spent before June 30, 2008? Can a budget be submitted that will allow spending after June 30?

A. The first phase, the start-up phase, January 1, 2008 through June 30, 2008, is separate from the second phase, the maintenance phase. Thus, what funds are not used in the first phase will need to be returned to the general fund.

We are asking you to submit an 18 month budget, with the idea, but not the guarantee, of being able to extend funding. The funds available for January 1, 2008 through June 30, 2008, will be the same amount as will be available for July 1, 2008 through June 30, 2009 because it was anticipated that once the program was running it would be less expensive to operate than during the start-up period.